Asset Ordering

Job Aid

Contents

Overview

Procurement requests to order any item that must be tagged as "Sensitive" (meaning it has a State Tag number, hereafter referred to as an "Asset") are handled differently from other kinds of orders. The main reason for this is because **any item that must be tagged in the Assets module has to have an Edison Item ID that is properly set up as an Asset Item.** This causes problems for any items that would previously have been ordered under the "As Per Catalog" (APCAT) principle, along with any one-time Purchase that would normally be entered as a Special Request.

To determine whether or not an item is likely to be an Asset, please consult the section of the POST User Manual beginning on page 96. This manual is accessible through the following link. (http://www.intranet.state.tn.us/generalserv/fiscal/documents/postuserman.pdf) The main page for the Assets Division is located at the Office of Administrative Services Property of the State of Tennessee website, http://www.intranet.state.tn.us/generalserv/fiscal/ofmpost.html .

The section below is a brief summary of the asset guidelines. However, **this information is subject to change**, and it would be best to consult the OAS POST website prior to ordering.

Asset Guidelines

Requirements for an item being marked as an Asset

- All equipment purchases with a cost of $5,000.00 or more including freight and set up costs (labor) should be a "716" account code.
- All equipment purchases with a cost between $100.00 and $4,999. to include freight and set up costs (labor) and listed here should be an account code 70999000 (sensitive minor equipment) or 72299000 (sensitive computer equipment). These are classified as sensitive items and are determined by Asset Management.

Sensitive Item Listing (this list is subject to change):

- BAR CODE SCANNERS
- BOAT MOTORS
- BOAT TRAILERS
- BOATS
- CAMERA BODIES (35mm & DIGITAL)
- CAMERA LENS (200MM OR LARGER)
- CANOES
- COMPUTERS, <u>ALL TYPES</u>
- DIGITAL VOICE RECORDERS
- PDA
- COMPUTER PERIPHERALS (EXTERNAL)
- GLOBAL POSITIONING SYSTEMS
- GEOGRAPHIC INFORMATION SYSTEM
- COLOR BAR GENERATORS
- DVD PLAYERS/RECORDERS
- FAX MACHINES
- HAM BAND TRANS/REC (HAND HELD)
- LCD/MULTIMEDIA PROJECTORS
- MARINE BAND TRANS/REC
- NIGHT VISION SYSTEM
- OSCILLOSCOPE
- POWER SUPPLIES
- RADIO SCANNERS
- SPECTRUM ANALYZER
- TELEVISIONS
- TWO/WAY RADIO TRANS/REC
- VECTOR SCOPES
- VIDEO CAMERAS
- VIDEO RECORDERS & PLAYERS
- WAVEFORM MONITORS

- <u>All</u> **weapons** are to be tagged and added to POST regardless of cost. Weapons less than $5,000.00 should be coded to 70999000 as sensitive; weapons $5,000.00 or more are coded as 71617000. Examples are:

  - PISTOLS (NOT PELLET or AIR)

- STUN GUNS (TASER)
- RIFLES (NOT PELLET or AIR)
- TEARGAS GUNS
- SHOTGUNS

- **Computer Systems** comprised of a monitor, keyboard and central   processing unit are to be tagged as one unit.

- External computer peripherals with a cost between $100.00 and $5,000.00 are to be tagged individually. Examples are:

  - EXTERNAL STORAGE DEVICES
  - PRINTERS
  - EXTERNAL TAPE DRIVES
  - SCANNERS
  - EXTERNAL MODEMS
  - CD WRITERS
  - POWER SUPPLIES
  - DOCKING STATIONS

- Additional purchases for existing equipment totaling $5,000 or more including labor is classified as an upgrade having a "716" account code and the dollar value added to the asset. Additional purchases for existing equipment totaling less than $5,000 will not have the dollar value added.

- Software will be tagged if the cost is $5,000.00 or above and is mainframe or mid-level based (including server-based). Software that is PC-based will not be tagged.

- Donated equipment items that meet the above criteria should be added based upon estimated fair market value at the date of donation.

- Equipment manufactured for use within the department that meets the other requirements should be added. Cost must include labor and materials.

- Items purchased not meeting the above criteria may be entered by Asset Management upon request at the discretion of your department.

- Equipment purchased from the State and Federal surplus warehouse that meet the above criteria should be tagged.

- Examples of items ***NOT*** to record:

  - ALARM SYSTEMS WHERE THE WIRING IS BUILT-IN
  - ATTACHED MIRRORS, CHALKBOARDS AND BULLETIN BOARDS
  - ATTACHED SHELVING, CABINETS AND COUNTERS
  - AWNINGS AND BLINDS
  - BOWLING EQUIPMENT
  - CARPET
  - DOORS OF ALL KINDS
  - DRAPERIES AND CURTAINS
  - STAGE LIGHTING, RIGGING AND TRACKS
  - FIXED AUDITORIUM SEATS
  - FOLDING BLEACHERS WHEN ATTACHED TO THE WALL
  - GRILLS GAS AND CHARCOAL THAT ARE PERMANENT
  - HANDICAP RAMPS AND LIFTS
  - REPEATER STATIONS THAT ARE PERMANENT
  - IN-GROUND LIFTS
  - IN-WALL FOLDING CAFETERIA TABLES AND BENCHES
  - LANDSCAPE FURNITURE PERMANENT
  - PLAY GROUND EQUIPMENT THAT IS PERMANENT
  - PUBLIC ADDRESS SYSTEMS WHERE WIRING IS "BUILT-IN"
  - RADIO TOWERS THAT ARE PERMANENTLY ATTACHED
  - SPRINKLER SYSTEMS THAT ARE "BUILT-IN"
  - WATER AND FUEL TANKS, IN-OR ABOVE GROUND, THAT ARE PERMANENT
  - WATER FOUNTAINS
  - GARBAGE DISPOSALS
  - WATER HEATERS
  - CENTRAL HEAT AND AIR UNITS

Requesting Item IDs for Asset Items

Item IDs must be requested from the Content Group. To request an Item ID, you must send a request to get Asset Items created. Content will send you a copy of the **Spreadsheet Guide for Agencies** along with a copy of the **TN CG Item Only Layout** spreadsheet. This spreadsheet must be completed according to the guidelines and returned to the Content Group to have your Item IDs created. **This is the only acceptable format.**

The Content Tool in Edison is used to create Item IDs, and the *only* format it can read is the exact format included in the **TN CG Item Only Layout** spreadsheet. Due to the volume of requests, it is not possible for Content to take PDF scans, Word document specifications or any other file-type and create a Spreadsheet out of them. **Completion of the spreadsheet is the sole responsibility of the agency requester, not Content. Content can and will assist, but it is necessary for the agency requester to complete the spreadsheet.**

Identifying Asset Item IDs

After the Content Team has created Asset Item IDs, they can be used to create Purchase Orders. There are two types of "Asset" Item IDs that are created, **Specific Assets** and **Generic Assets.**

- **Specific Assets** are used for specific items that have one set price. These can either be from lines on a contract (similar to non-Asset Contract lines) or from One-time Purchase requests. If the item is only going to be used once, it will be inactivated after usage, but **it still must be requested and set up in the same way.**

- **Generic Assets** are a generic description that covers a broad category of possible items. Specific details on the item must be attached separately. They are used to handle the problem of items from "APCAT" contracts that must be tagged.

The Content Team will e-mail your Asset Item IDs to you after they have been completed. Depending on whether the Asset created is a **Specific Asset** or a **Generic Asset**, the ordering process will be slightly different.